



DEPARTMENT OF CORPORATIONS

JOB OPPORTUNITY

Arnold Schwarzenegger, Governor

Preston DuFauchard, California Corporations Commissioner

Dale E. Bonner, Agency Secretary

Release Date: April 5, 2007

CLASSIFICATION: **OFFICE TECHNICIAN (TYPING)**
1 Position-Permanent/Full-Time

FINAL FILING DATE: **April 26, 2006 or Until Filled**

SALARY: \$2598-\$3157 per month

POSITION LOCATION: **Information Technology Office, 1515 K Street, Suite 200, Sacramento**

DUTIES AND RESPONSIBILITIES – Under the direction of the Data Processing Manager III, the incumbent will provide administrative support for the Information Technology Office (ITO). The ITO provides support for the entire Department's information technology needs for offices located in Sacramento, Los Angeles, San Francisco and San Diego. Specific duties include answering telephone calls and email from various levels of departmental employees regarding IT issues and redirecting callers to the appropriate staff. The Office Technician answers, logs and assigns help desk requests; performs ITO timekeeping activities; establishes, maintains and organizes ITO files and manuals; and maintains departmental hardware, software, and application inventories and help desk logs. The incumbent will originate or finalize a variety of letters, memos and reports using a personal computer. Other duties include ordering ITO office supplies; logging and distributing IT policies and outgoing mail, making travel arrangements, attending IT meetings, and preparing and distributing meeting agendas and minutes.

DESIRABLE QUALIFICATIONS

- ◆ Excellent interpersonal skills; service oriented
- ◆ Ability to communicate well both orally and in writing
- ◆ Excellent judgment and organizational skills
- ◆ Excellent attendance and dependability
- ◆ Experience and proficiency with personal computers

WHO MAY APPLY – Employees currently at the Office Technician (Typing) level, those within transfer range or who have list eligibility and are reachable (in the top three ranks), are encouraged to apply. For further information regarding this position, please contact Carolyn Nelson at (916) 322-8703 or CALNET 8-492-8703. **PLEASE SEND A COMPLETED APPLICATION TO THE PERSON AND ADDRESS PROVIDED BELOW.** (Please include your social security number for eligibility verification).

SUBMIT APPLICATION AND RESUME TO: Department of Corporations
Human Resources Office
Attention: Mabel Miramon (**#06-OMB-ITO-0009**)
1515 K Street, Suite 200
Sacramento, CA 95814
(916) 445-2953 or CALNET 8-485-2953

RPA #06-OMB-ITO-0009jr

AN EQUAL OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.
IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORKPLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE, AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.